College of Design and Social Context

School of Media and Communication: Learning and Teaching Committee

Purpose and Reporting

The committee

- oversees the implementation of the University’s Learning and Teaching Strategy within the School (as outlined in the RMIT Business Plan, RMIT Academic Plan, Learning and Teaching Strategy and Academic Plan),
- ensures that all members of the School community are kept up to date with relevant policy developments,
- provides advice and makes recommendations to the School Executive in relation to Learning and Teaching.

Terms of Reference

The School Learning and Teaching Committee reports to the Dean of School, through the Chair.

The School Executive approves the terms of reference, membership and other requirements for the operation of this committee.

The Committee:

- leads the implementation of University Learning and Teaching related policies and procedures within the School, including for example, local development of codes of practice, guidelines and procedures, and coordination of feedback
- monitors and reports on the performance of the School in relation to Learning and Teaching, and liaises with relevant areas of the University. This includes:
  - overseeing the implementation and monitoring of quality assurance processes relating to learning and teaching; for example, PAR, student feedback, AQF, TEQSA/ASQA
- recommends strategies relating to Learning and Teaching across the School including the identification of priorities
- facilitates Learning and Teaching collaboration, both within the School and across the University, for scholarship and innovation
- reviews and leads discussion of shared practices and latest trends in Learning and Teaching
- considers and makes recommendations to the School Executive / Dean of School. This includes:
  - approval of new programs and discontinuance of existing programs
  - introduction of new courses and possible deletion of other courses
  - program / course development and amendment
  - program / course management
  - assessment
- considers and makes recommendations on issues referred to it by the School Executive or Dean of School, the Academic Development and Students Committee (College Office) or by the University in relation to learning, teaching, Profile planning and other program related matters in the School.
Membership

Membership of the Committee is determined by the Dean of School and will normally include:

- Deputy Dean, Learning and Teaching, Chair
- HE Programs Director, Deputy Chair
- Deputy Dean, International
- VET Programs Director
- Associate Deans
- 4 Program Managers/Directors including one from Vietnam and one from VET
- DSC College Learning and Teaching Senior Adviser
- DSC Quality Assurance Manager
- Academic Services Manager
- Dean of School (ex officio)
- Senior Manager Planning and Resources (ex officio)

The Committee can co-opt additional members.

Operation

The Committee meets monthly between February and December inclusive. Meetings can be held at other times if required.

Five workings days notice in writing should be given of a meeting, including the time, place, agenda and papers for the meeting.

The role of each member is to contribute to the items raised on behalf of their constituency.

Absent members can be represented by a proxy.

Any member can propose items for the agenda. The Chair approves the agenda.

Review and improvement

The Committee reports annually through its Chair to the Dean of School and School Executive Group against its rationale, operations and continuous quality improvement processes.

Terms of Reference: Approved by the School Executive, 12 March 2013